

South Carolina Department of Insurance

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SCOTT RICHARDSON Director of Insurance

MARK SANFORD

Governor

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MEMORANDUM

TO: All Bail Bond Insurers, Professional and Surety Bond Persons Licensed and Authorized to Conduct Bail

Bond Activities in the State of South Carolina

FROM: Scott H. Richardson, CPCU

Director

Subject: Bail Bondsmen and Runners 2008 Online Renewal Process

DATE: May 20, 2008

This memorandum serves as official notice that effective June 1, 2008 and ending June 30, 2008, runners, professional and surety bondsmen <u>must</u> complete renewal of their licenses with the Department <u>online</u>. If you do not have access to a computer or the Internet, please check with your local county library. Each county library in the state provides Internet access at no charge.

To ensure successful completion of the online renewal process, you must follow the instructions listed below:

Renewal Fees: The renewal fees are \$400 (professional bondsman), \$200 (runner) \$0 (surety

bondsman). If you choose to mail your renewal fees please print the **confirmation page** at the end of the renewal process and attach it to your check or money order made

payable to the Department of Insurance.

Criminal History: Each runner, professional, or surety bondsman must mail a current (Within 30 Days)

criminal history report to the Department before June 1, 2008. Failure to submit a current

criminal history report may result in the delay of your license being renewed.

<u>Runners' License Renewal</u>: Professional and surety bondsmen are responsible for completing the renewal process for

each runner employed within their agency. In addition, each professional and surety bondsman must complete the background question for each runner appointed. Only

professional bondsmen are required to provide bond limitation, if authority is provided.

Accessing the Renewal: Log into the Department's website (www.doi.sc.gov).

 Select (SCDOI Online Services) from the top of the menu on the Department's homepage.

- Under Registered Individual Users, select Renew Bondsmen License.
- Once this link is clicked, the "TERMS OF USE" screen appears. If you agree to the terms, click on the "AGREE" button, which will take you to the Bondsman Login screen.
- Each bondsman (excluding runners) will be asked to enter the following information:
 - 1. Last 4 digits of the SSN, DOB and SCDOI Individual License Number.
 - 2. Then click the **LOGIN** button which will take you to the **Bondsmen License Renewal** page.

Bail Bondsmen and Runners Online Renewal Memorandum May 20, 2008 Page 2

- If you hold both professional and surety licenses, you will need to renew both licenses.
- 4. A demo has been placed on the Department's website to assist you with completing the renewal process. <u>We recommend that you watch the demo before you start the renewal process.</u> <u>Below are the instructions to complete the renewal process.</u>

Professional Bondsman:

Professional bondsman must have accurate knowledge of his/her deposits pledged with the home county Clerk of Court. As a reminder, no professional bondsman may act as a surety on any bail bond where the principal sum is in excess of one-half (1/2) the value of the securities deposited with the home county Clerk of Court as mandated by South Carolina Code Ann. §38-53-330.

Submission Deadline:

Any renewal application not completed by the June 30 deadline will result in the expiration of the individual's license.

If there are any questions, or concerns, please contact Willie Seawright, Manager of Special Licensing at 803-737-6134 or the individuals listed below:

Frank Richardson (864) 682-2245 Ned Polk, Sr. (866) 790-2433 Rhonda Trotter (864 233-3076 Ed Wilson (803) 649-1013

If you incur any login difficulties or any technical issues processing the on-line renewal application, please send your emails to the Department's Information Technology Division at: IRMMail@doi.sc.gov.